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MINUTES

DIVISION TRAINING OFFICERS MEETING

22 October 1954 at 1400
 Conference Room

ATTENDANCE:

1. Debriefing Before Departure. of TSS training suggested that the Division TO's ask the S/W students to return to TSS to be briefed before going to the Field. It has been found that when a gap occurs between training and departure that much of the training has been forgotten. The new policy will be to withhold supplies until the final briefing has been given. The suggestion was also made that S/W students returning to Headquarters be given proficiency tests.

2. Enrollments for Anti-Communist Operations Course. There are a sufficient number of students enrolled. However, OTR feels it should be limited to people who have necessary prerequisites. It was requested that the TO's have their people take the necessary prerequisite courses now to prepare for the next ACO running.

3. Enrollments for CS Review Course. The consensus is that individuals returning from the Field, and not yet having had Phase III should have the CS Review Course. This is assuming that the returnee has had Phases I and II, and he has had broad Field Experience. Questionnaires are going out soon with the new Schedules and it is thought that the Field and Headquarters can work more closely together on training. The question was raised as to whether deferments should be granted automatically for certain courses, or would it be best to ask for waivers on returnees for TDY. It was thought the best criteria would be the returnee's qualifications.

4. Report on Meeting with Medical Officers The consensus was that this problem should be dealt with on an Admin level, however, no definite decision was reached, and the matter is still under discussion.

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5. Covert Training Equivalence of Required Courses. The Registrar is to check with OTR on covert training to find out if it could be considered equivalent to required courses.

6. Requirements for Elementary English Teacher. The representative for SR said they could use an elementary English teacher for six months, and that is considered a conservative estimate. Other TO's said they could make use of her services also. It was suggested that she be put on a contract basis, but it was thought OTR would be reluctant to do this. The matter would be discussed with Col. Baird, however, and the final decision would rest with him.

7. Shortage of Instructors. The OTR once again stated the shortage of instructors, and asked the TO's to cooperate all that they could in sending in suggestions on individuals who were instructor material, and their files, if possible.

8. Report on Area, Language, and External Training. made a presentation of the new system OTR will employ in its reports to the operational components of the Agency. The new system will replace the quarterly report formerly used by OTR, and will be issued 31 December and 30 June of each year. The new report will provide each component of the Agency with a training performance record of personnel of the component during the period covered by the report. It will include detailed cost data as well as the student's performance in training and the evaluation of the training results. Copies of the reports were distributed.

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A G E N D A

DIVISION TRAINING OFFICERS MEETING

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~~15~~ October 1954 at 1400
[] Conference Room

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| 1. Debriefing Before Departure [] | 25X1 |
| 2. Enrollments for Anti-Communist Operations Course [] | 25X1 |
| 3. Enrollments for C S Review Course [] | 25X1 |
| 4. Report on Meeting with Medical Officers re [] | 25X1 |
| 5. Covert Training Equivalence of Required Courses [] | 25X1 |
| 6. Requirements for Elementary English Teacher [] | 25X1 |

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